



STATE PERSONNEL BOARD INSTITUTING STATEWIDE MEETINGS & TRAINING SESSIONS

BY RICH DJOKIC
PERSONNEL BOARD DIRECTOR

At its July 2004 meeting, the Board voted to target conducting at least three of its regularly scheduled meetings this fiscal year in various locations around the state. Also, the Board voted that Durango be the location for the September 21, 2004 meeting. As such, the Board's September meeting will be held at Ft. Lewis College in the Memorial Student Lounge beginning at 9 a.m.

In scheduling its meetings around the state the Board is encouraging and inviting stakeholders in the state personnel system to attend and provide comments, opinions and observations to the Board. Also, attendees will have an opportunity to "see the Board in action" in conducting its business.

Additionally, the Board and its staff expect to be conducting training sessions during this coming year. In

the past, the training has targeted the common mistakes a manager or appointing authority may make that will result in a reversal by the Board in a personnel action, as well as training in layoff procedures under Board Rules. These sessions may either be in connection with a scheduled Board meeting, or specially scheduled to accommodate the needs and requests of participants. In order that the training sessions address these needs, the Board is soliciting input for training from Departments, agencies, and institutions. If there is a specific need, or if a Department has managers or HR staff in locations outside the Denver area for which a specific training session may be appropriate, please let the Board know.

For more information about out-of-town Board meetings or training opportunities, please contact Rich Djokic at rich.djokic@state.co.us.

TRUMPET THE MERITS OF A COLLEAGUE OR GROUP OF COLLEAGUES WITH A NOMINATION

2004 ANNUAL HUMAN RESOURCES AWARDS

The DPA Division of Human Resources is asking for nominations for the 2004 Annual Human Resources Awards. The awards are designed to recognize the achievements of state HR professionals. Winners will be announced at the Fall Personnel Conference on October 22, 2004. Award categories are as follows:

Distinguished Service Award – honoring a group or an individual who has given outstanding long-term HR service to the state and whose impact extends beyond a single agency.

Innovative HR Program Award – recognizing a group or an individual for significant contributions in developing an innovative departmental HR program.

Human Resources Hero Award – acknowledging an individual professional who inspires and encourages us to become better in our profession.

Nomination forms are available online at www.colorado.gov/dpa/dhr. The nomination deadline is September 15, 2004. For more information contact Pat Romero, (303) 866-5383 or pat.romero@state.co.us.

BULLETIN NEWS BRIEFS

- Two rulemaking hearings are scheduled for September 2, 2004. Both are scheduled in Room 318 of the Centennial Building. The first hearing, starting at 9 a.m., will consider making permanent the emergency rules the Executive Director adopted on June 30, 2004, which provide rules for higher education to opt out of the Risk Management Program. The second hearing will follow at 10 and will consider proposed changes to Director's Administrative Procedures governing referrals for multiple vacancies and employment lists. For more information contact pat.romero@state.co.us.
 - Executive Director Jeff Wells has adopted emergency rules that amend those that were effective on June 30, 2004. These actions were taken in response to the passage of House Bill 04 1009, which allows higher education institutions to opt out of the Risk Management Program. The amended emergency rules were effective on August 23, 2004.
 - The Director's recommendations to the Governor and General Assembly for compensation (salary and benefits) have been released. Also published is the 2005-06 Annual Compensation Report. These changes will be effective on July 1, 2005, subject to funding.
 - Director's Administrative Procedures effective August 2, 2004 are now available and include changes to reinstatement and holiday leave.
- To learn more about these and other human resources, risk management, benefits, and C-SEAP policies and issues, go to www.colorado.gov/dpa/dhr ("News") and be sure to check the "News Archive" section under "Quick Links."

THE DEPARTMENT OF PERSONNEL & ADMINISTRATION AND THE JUDICIAL BRANCH

invite you to attend our continuing
brown bag luncheon series for state mediators

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|---|--|
| - Participate in interactive mock mediation sessions | - Share your experiences with colleagues |
| - Access state mediation experts and learn useful tips and techniques | - Build an active support network |
| - Hone your skills as a mediator | - Help drive cultural change throughout state government |

When: 11:30 AM – 1:00 PM
Wednesday, September 15

Where: 1313 Sherman, Rm 318

THIS MEETING'S TOPIC:

CULTURAL COMPETENCIES IN MEDIATION

Presented by:

Larry Davis, Human Resources Office, Judicial Branch

For more information about the luncheon series, the location of future luncheons, the state mediation program or additional training for state mediators, contact Pat Romero at 303-866-5383 or pat.romero@state.co.us. Please RSVP to Pat and remember to bring your lunch.



2004 DPA Fall Conference

October 22

7:30 am – 4:00 pm

The Arvada Center for the Arts & Humanities

Join us for a day of dynamic speakers and exciting workshops. Learn the many ways our decisions – or lack thereof – can affect the bottom line, and learn concrete ways to mitigate the potential for loss.

Internationally renowned author and speaker, Claire Raines, will give the keynote address. Her most recent book *Beyond Generation X: A Practical Guide for Managers* provides excellent tips, tools and techniques for managing an intergenerational workforce.

REGISTRATION FORM

NAME: _____

DEPARTMENT/DIVISION: _____

PHONE: _____ FAX: _____

EMAIL: _____

VEGETARIAN LUNCH: _____

(Please indicate if you would prefer a vegetarian lunch.
Thank you.)

COST IS ONLY \$40.00 PER PERSON
(INCLUDES ALL CONFERENCE MATERIALS & LUNCH)

If paying with an IT Document through COFRS, send a copy of the IT YYY document set up to agency AQF. Fax to 303-866-2021 and please be sure to provide the Accounting Contact at your department and his or her phone number.

ACCOUNTING CONTACT: _____

PHONE: _____

If paying by check, please make your check payable to State of Colorado, and mail directly to:

Department of Personnel & Administration
Division of Human Resources – Risk Management
1313 Sherman, Rm 122
Denver, CO 80203
Attn: Judi Karg

PAYMENT IS DUE PRIOR TO CONFERENCE

CREDIT CARDS ARE NOT ACCEPTED

CANCELLATIONS NOT ACCEPTED AFTER OCT 13

DEPARTMENT WILL BE CHARGED FOR NO SHOWS

REGISTER ONLINE AT WWW.COLORADO.GOV/DPA/DHR

Please indicate which workshop you will attend in each session:

SESSION I

A. RESOLVING CONFLICT: MOCK SETTLEMENT MEDIATION

Joe Epstein of Conflict Resolution Services will take you through a mock mediation meeting that focuses on settlement of a state liability claim. Learn what to expect from the other party and opposing counsel when you become involved in settlement negotiations.

B. KEEPING UP ON WORKERS' COMPENSATION

Representatives of Pinnacol will present new legal issues facing employers and injured parties and provide other current information related to management of claims.

C. Domestic Violence & The Workplace

The effects of domestic violence ripple out from the home. Kristina Matkins will provide powerful insights on how the effects of domestic violence ripple out from the home and into the workplace.

SESSION II

A. CRISIS COMMUNICATIONS

CDOT Public Information Officer Stacey Stegman will lead this workshop about how to communicate in the face of a difficult situation. What do you say? When do you say it? and Why?

B. The Mysterious "Black Boxes"

Manufacturers are installing recording devices in most new vehicles, an issue of which most motorists are unaware. Who is able to obtain the information and how can it be used? Is this a violation of a driver's right to privacy and are there other issues to consider?

C. USING HEALTH BENEFITS WISELY

Dr. Lisa Latts of Anthem will present on the growing trend in the health care industry toward consumer-driven products, and how health care consumers can make better decisions about their benefits.

SESSION III

A. THE MUMMY'S CURSE

Mold is a "growing" concern for property owners and managers and can present health hazards to individuals. Get the details on insurance coverage, prevention techniques, and see a live "mold dog" in action.

B. Employee Issues and Risk Minimization

Make the right choices early and avoid litigation. Vince White of the Attorney General's office will provide critical information about how to safeguard yourself and your agency in handling sensitive employee issues.

C. THREAT ASSESSMENT TEAMS

C-SEAP Counselor Jon Richards, PsyD., will offer participants tangible ways to recognize potential employee threats and create the infrastructure to help protect your organization and its employees.

Course Schedule

2004 – 2005

SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY
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COLORADO SUPERVISORY CERTIFICATE PROGRAM

\$725.00

		Denver November 2,4,9,16,23		Denver January 2005 10-14			Denver April 5,12,19,26 & May 3	
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COLORADO LEADERSHIP DEVELOPMENT PROGRAM

\$725.00

	Denver October 5,12,19,21,26							Denver May 10,17,24,26,31
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THE RULES FOR SUPERVISORS AND MANAGERS

\$150.00

	Denver October 13	Denver November 3		Denver January 18	Denver February 2		Denver April 6	
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PROGRESSIVE DISCIPLINE

\$150.00

	Denver October 14	Denver November 19		Denver January 25	Denver February 9		Denver April 7	
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COLORADO STATE MEDIATION PROGRAM

\$725.00

					Denver February 3,4,10,11,18		Denver April 14,15,21,22,29	
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EMPLOYMENT LAW UPDATE SEMINAR

\$350.00

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Schedule to be Announced

INTRODUCTION TO COLORADO CONTRACT MANAGEMENT

\$150.00

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Schedule to be Announced



DPA

Professional



Development Center

1313 Sherman Street

Denver, Co 80203

Phone: 303-866-2439

Fax: 303-866-2021

Email: carolyn.gable@state.co.us

Helping good managers become extraordinary leaders

Colorado Leadership Development Program

The Colorado Leadership Development Program offers a creative, interactive learning opportunity that will help you develop the leadership skills, abilities and awareness that distinguish good managers and extraordinary leaders.



KEY LEADERSHIP PRINCIPLES

The foundation of the training is built around four key leadership principles:

- **Building Collaborative Relationships:** The importance of building collaborative relationships with your employees, your customers, and your peers; how to motivate and retain your best people; how to create or enhance the workplace environment by developing your employees while having fun.
- **Understanding the Importance of Mission and Vision:** Finding out the real purpose of your work unit and how to make it more effective and efficient; increasing your own awareness level as a leader; creating a shared vision of the future between yourself and your employees.
- **Defining Accountability and Taking Responsibility:** Defining your level of accountability to your employees; the importance of taking responsibility for success of your unit; and, how to build the whole idea of accountability as the guiding principle in serving your customers.
- **Growing and Adapting to Change:** How to promote positive change in your division; helping your employees cope with imposed change.

LOCATION & DATES

DENVER

OCTOBER 5, 12, 19, 21 & 26

(1313 SHERMAN, ROOM 220, 8:30AM - 4:30PM)

REGISTER NOW

AND SEND 3 EMPLOYEES FOR THE PRICE OF 2

Phone: 303-866-2439

Fax: 303-866-2021

Email: carolyn.gable@state.co.us

www.colorado.gov/dpa/dhr

Workshop Cost: 725.00 per person

MEASURABLE RESULTS

Extraordinary leaders can expect measurable results from leadership development:

- **Up to a 30% increase in customer satisfaction**
- **Up to a 10% reduction in employee turnover**
- **Up to a 40% increase in employee commitment**

